



EMPLOYMENT OPPORTUNITY

1. RPA #

024- TAH

ANALYST'S INITIALS

DATE

YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.

CLASS TITLE Associate Information Systems Analyst or Assistant Information Systems Analyst	POSITION NUMBER 357-001-1470-XXX	TENURE LIMITED TERM	TIME BASE FULL TIME	CBID R-01
OFFICE OF California Tahoe Conservancy	LOCATION OF POSITION (CITY or COUNTY) South Lake Tahoe			MONTHLY SALARY \$4,619 - \$6,074 or \$3,106 - 4,010
SEND APPLICATION TO: CA Tahoe Conservancy 1061 Third Street South Lake Tahoe, CA 96150 Attn: Stefanie Melendez (530) 543-6014	REPORTING LOCATION OF POSITION South Lake Tahoe			
	SHIFT AND WORKING HOURS DAYS - 8 a.m. to 5 p.m.			
	WORKING DAYS, SCHEDULED DAYS OFF Monday through Friday, DAYS OFF: SAT/SUN			
	<table><tr><td>PUBLIC PHONE NUMBER (530) 542-5580</td><td>PUBLIC PHONE NUMBER</td></tr></table>			
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SUPERVISED BY AND CLASS TITLE Senior Information Systems Analyst			FILE BY Open Until Filled	

HERE IS A WONDERFUL OPPORTUNITY TO LIVE, WORK AND PLAY IN THE BEAUTIFUL RESORT COMMUNITY OF SOUTH LAKE TAHOE! ENJOY THE BENEFITS OF A SMALL TOWN COMMUTE, FREE PARKING, FRESH MOUNTAIN AIR AND WORKING FOR A SMALL AGENCY WHERE YOUR CREATIVE THINKING AND LEADERSHIP SKILLS ARE NEEDED. IT'S ALL ABOUT THE ENVIRONMENT AND IT'S GREAT AT THE LAKE!

The California Tahoe Conservancy's (Conservancy) mission is to preserve, protect, restore, enhance and sustain the unique and significant natural resources and the recreational opportunities of the Lake Tahoe Basin.

SELECTION CRITERIA—

- SROA/Surplus employees are encouraged to apply
- Transfers, reinstatements, or recruitment from the employment list will be highly considered
- Will also consider hiring a(n):
- Assistant Information Systems Analyst \$3,106 – 4,010
- Applications will be evaluated based on eligibility and desirable qualifications and interviews may be scheduled.
- **THE POSITION IS 24-MONTH LIMITED TERM WITH THE POSSIBILITY OF BECOMING PERMANENT**

Essential Functions:

Under the general supervision of the Senior Information Systems Analyst, the Associate Information Systems Analyst (Associate ISA) provides first level help desk customer service support to the California Tahoe Conservancy employees. The incumbent will provide project support, assist with development of policy and perform other technical assignments in support of the Conservancy. The incumbent will use software applications including MS Word, Excel, PowerPoint, Visio, Outlook, BackupExec and ESRI ArcGIS systems. The work requires detailed knowledge of the Conservancy's organization procedures, policies and general knowledge of IT Project Management concepts and practices.

IT Helpdesk 30%

- Serve as the first point of contact for Conservancy employees for desktop computer and software application usage issues.
- Troubleshoot employee desktop computer issues in a Citrix environment.
- Assist with Governing Boardroom preparation, presentation equipment setup, and staff presentations (using Powerpoint)

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ESSENTIAL FUNTIONS (CONT):

System Administration/Configuration 25%

- Manage file permissions on the Conservancy network file shares.
- Oversee Conservancy tape backups using Symantec BackupExec software.
- Configure new desktop computers to Conservancy specifications and deploy to user work stations as required.
- Maintain inventory of all IT equipment.

GIS Data Administration 25%

- Maintain Conservancy GIS parcel data using ESRI ArcGIS. Coordinate with El Dorado and Placer County assessors' offices to ensure accuracy of Conservancy data.

GIS Application Support 20%

- Provide GIS application assistance to Conservancy employees and assist with map generation in support of Conservancy programs.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Basic knowledge of information technology systems equipment, software, and practices as it relates to the IT environment.
- General knowledge of analytical techniques needed to review and analyze information to determine options and recommend viable solutions.
- Basic knowledge of training techniques to effectively educate IT customers and staff.
- Basic knowledge of departmental policies and procedures as it relates to information technology.
- Basic knowledge of information security practices as they relate to information technology.

Ability to:

- Listen and follow instructions to complete assigned tasks
- Work independently to perform assigned tasks
- Reason logically to perform analytical tasks
- Handle multiple tasks in order to manage time efficiently
- Apply creative thinking in developing solutions

Skilled at:

- Analyze information and situations to indentify problems, reason logically and draw valid conclusions in order to determine and implement an effective course of action
- Effectively apply interpersonal skills to establish and maintain effective working relationships with others
- Communicate effectively both written and verbally in order to exchange and/or provide information to staff and others
- Operate a personal computer and/or other computerized equipment in order to perform daily duties (e.g., reports, tracking systems, presentations/training materials, etc)
- Review, edit, and evaluate written documents to produce quality products

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DESIRABLE QUALIFICATIONS:

- Organizing and planning: Organize and structure work for effective performance and goal attainment; set and balance priorities; anticipate obstacles; formulate plans consistent with available human, financial, and physical resources; modify plans or adjust priorities given changing goals or conditions.
- Using information and communications technology: Select, access and use necessary information, data, and communications-related technologies, such as basic personal computer applications, telecommunications equipment, Internet, electronic calculators, voice mail, email, facsimile machines, and copying equipment to accomplish work activities.
- Gathering and analyzing information: Obtain facts, information, or data relevant to a particular problem, question or issue through observation of events or situations, discussion with others, research, or retrieval from written or electronic sources, organize, integrate, analyze, and evaluate information.
- Analyzing and solving problems: Anticipate or identify problems and their causes; develop and analyze potential solutions or improvements using rational and logical processes or innovative and creative approaches when needed.

INTERPERSONAL SKILLS:

- Tact and Sensitivity: Deal with individuals with a range of moods and behaviors in a tactful, congenial, personal manner so as not to alienate or antagonize them.
- Using social skills: Interact with others in ways that are friendly, courteous, and tactful and that demonstrate respect for individual and cultural differences and or the attitudes and feeling of others.
- Working in teams: Work cooperatively and collaboratively with others to achieve goals by sharing or integrating ideas, knowledge, skills, information, support, resources, responsibility, and recognition.
- Listening: Attend to, receive and correctly interpret verbal communications and directions through cues such as the content and context of the message and the tone, gestures and facial expressions of the speaker.
- Speaking: Express ideas and facts orally in a clear and understandable manner that sustains listener attention and interest; tailor oral communications to the intended purpose and audience.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES

- Professional office environment, sitting in a normal seated position for extended periods
- Requires ability to effectively handle stress and meet deadlines
- Effective communication with various clients
- Daily use of phone, fax, copiers and general office and communication equipment
- Occasional use of cell phone and laptop computer
- Occasional off-site meetings within Sacramento and occasional out-of-town meetings within California that many require the use of various transportation modes, i.e. airplane, taxi, car, etc
- Use of hand cart to transport documents and/or equipment up to 15-50 lbs., i.e. computers, printers, laptop computer files, reference manuals, solicitation documents etc.
- Conduct formal presentations with good communication skills

ADDITIONAL QUALIFICATIONS

- Possess a valid California Driver's License, Class C
- Have a good driving record

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How to Apply:

Individuals with eligibility (e.g., transfer, list, reinstatement) for the classification of Associate Information Systems Analyst are encouraged to apply. Assistant Information Systems Analyst will also be considered. SROA/Surplus employees are also encouraged to apply. All interested applicants must submit a standard State Application Form STD.678 (Rev 10/13) with original signature, and must clearly indicate the basis of their eligibility in the "Explanations" section of the STD.678. Electronic applications will be accepted. E-mail them to: stefanie.melendez@tahoe.ca.gov

Attach a resume or cover letter with your application stating your qualifications for the position you are applying for. After an initial screening of applications, only the most qualified candidates will be selected for an interview.

For more information on how to become a state employee visit the CalHR website: <http://www.calhr.ca.gov/Pages/home.aspx>

